

Cyborg Meeting Minutes
July 7, 2005

Attendance: Pete Bostian, Ken Dinsmore, Wayne Duncan, Ann Heller, Kim McLean, Pam Mendelsohn. Cathy McClintock

1. Credit Hours: Wayne reported that Ann thought everything went fine for their first production run. Pete noted that he thought Jim did not want to allow credit hour accruals. Wayne said that WISCO indicated they may want to permit credit hour accruals but he has not received word from them yet. Pete stated that he checked the Library timecards in TimeWizard and there were no employees with more than 80 hours even though all their full-time exempt employees are set up to accrue hours. Wayne noted that new tables were created in Waynemart to handle pay (stub) information. LWOP and credit hours worked will still need to be added to the table so that this information can be produced on the pay stubs. Ed Green has a sample of the revised pay voucher done in Access. Discussion regarding what is displayed on the timecard/voucher versus Cyborg numbers re accruals and available balance. Wayne noted that the numbers on the pay voucher will be up to date for calculated credit hours. Timecard accruals and Cyborg would be different for the last week due to updating Cyborg numbers – but the voucher will be the same.

2. Quarter End: All done – sent Charles Rivers file to ADP. They will be trying to go live with the new system in the third quarter.

3. Payroll Processing: Regarding July 22nd payroll processing – Wayne will be on vacation and Ed Green will be running payroll on that Friday; Ann agreed that the Vanguard transmission can be sent after the payroll run on Friday; Pete and Wayne noted that payroll needs to be ready to process by 10 AM on Friday, July 22nd due to vacation schedules; Pete will do the bank transmissions on Wednesday July 27th.

Following the run of payroll tomorrow, July 8th, Wayne will run the 85 report in the test mode for SAIC. The retirement report for DMS will need to be run following the payroll of the 22nd and he will talk to Ed about running the report.

4. Cyborg Updates: None.

5. Time & Attendance: Ken reported that Jeff Schulte of LaborLogix provided time sheet training last week to the SAIC administrators. Attendees were Randy Keller, Ann Heller, Ellen Banky, Debbie Green and Wayne and Pete from DMS. Jeff also provided a frequently asked questions (FAQ) document. Ken noted that he has redone the department structure for C&A on paper and will get it into Time & Attendance system so that C&A can begin using it. Pete reported that the automated email notification in Time Wizard is still not working properly. He has reported these problems to LaborLogix and hasn't received a response to date.

Pete reported that the Library parallel run was perfect for the last pay period. He checked the current pay period and their timecards have all been submitted and are waiting approval

6. Miscellaneous: Ann Heller questioned Wayne re credit hours report and he will run it this week.

Wayne asked about the status of SAIC's bank change. Ann noted the bank has assigned account numbers for SAIC but hasn't provided them. Ann will follow-up with the bank to obtain the account number(s). Wayne and Ann also reviewed the transmission form which needs to be completed and submitted to the bank.

Discussion followed regarding positive pay for payroll checks which SAIC would like to do at some point. Pete explained to Ann what would be involved and that manual entries would be required for each *ad hoc* check; positive pay has to be at the bank prior to the check being paid. Pete suggested Ann discuss this with Cheryl and find out how they do manual checks. Pete also emphasized the process involved for positive pay and that SAIC needs to consider the whole process.

Pete indicated that he wants to move Cyborg to the new computer in August.

The next meeting will be held August 10, 2005, at 9 AM in the Building 362 Conference Room.